



WORK ORDER

Procurement Unit
Telephone No.: (045) 606-8110 local 157/142

DELIVERY DUE DATE: 15 OCT 2025

Supplier : A.C. MENDOZA PRINTING COMPANY INC.
Address : San Sebastian Village Phase 3, Tarlac City
TIN : 007-290-469-000 VAT REG.
Tel. No. : (045) 982-1814/0917-514-9955

Work Order No.: 2025-173
Date : 9/3/2025
JO No. : 2025-136
Date: 7/10/2025
Mode of Procurement : Small Value Procurement (SVP)
Mode of Payment : n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within **Twenty (20) calendar days** upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S NEWSLETTER Newsletter Specifications: Type of paper: Coated for Cover, Uncoated for Content Number of Pages: 40 Pages Paper Size: 9inches x 12 inches Binding Style: Saddle Stitched Quantity: 20 copies *****	12,500.00	<u>12,500.00</u>

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.

Conforme:

JOHN KENNETH E. ATCHICO

Signature over Printed Name of Supplier

9/25/25

Date

Very truly yours,

DR. ARNOLD E. VELASCO
President

Authorized Official
SEP 24 2025

Fund Cluster : _____

Funds Available : _____

JASPER A. YAUDER, CPA
Budget Officer

ORS/BURS No. : 02-10441-105-09-1459

Date of the ORS/BURS: Sep 23, 2025

Amount : 12,500.00



Republic of the Philippines
TARLAC STATE UNIVERSITY
Romulo Blvd., Tarlac City

OBLIGATION REQUEST AND STATUS

Serial No 02-206441-2025-09-2659

Date 23-Sep-2025
Fund Cluster 05-Special Budget

Payee	A.C. MENDOZA PRINTING COMPANY INC. (W.O# 2025-173)						
Office							
Address	San Sebastian Village Phase 3, Tarlac City						
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount			
STDEV	PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S NEWSLETTER - printing Services for The Stentorian's Newsletter, the Official publication of Tarlac State University	2 00 00 0000 STDEV	50299990 99	12,500.00			
	Total			12,500.00			
A. Certified: Charges to appropriations/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal				B. Certified: Allotment available and obligated for the purpose/ adjustment necessary as indicated above.			
Signature				Signature			
Printed Name	DR. GLADIE NATHERINE G. CABANIZAS			Printed Name	JASPER A. YAUDER, CPA		
Position	DIRECTOR, SAS			Position	Budget Officer		
Date				Date	SEP 23 2025		
C. STATUS OF OBLIGATION							
Reference				Amount			
Date	Particulars	ORS/JEV Check/ADA TRA No.	12,500.00	Payable	Payment	Balance	
			Obligation			Not Yet Due	Due and Demandable
			(a)	(b)	(c)	(a-b)	(b-c)



NOA #:2025-555

Republic of the Philippines
TARLAC STATE UNIVERSITY

Romulo Blvd., San Vicente, Tarlac city
Telephone (045) 606-8110 Local 157/142 Website: www.tsu.edu.ph

NOTICE OF AWARD

August 29, 2025

MR. ALEJANDRO MENDOZA JR.

Manager

A.C. MENDOZA PRINTING COMPANY INC.

San Sebastian Village Phase 3, Tarlac City

Dear Mr. Mendoza,

After careful evaluation by the Bids and Awards Committee (BAC) following the Republic Act 9184 and through their recommendation, we are happy to notify you that the Quotation of **A.C. MENDOZA PRINTING COMPANY INC.** for the project: **PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S NEWSLETTER** contained in JO# 2025-136 with an amount equivalent to **Twelve Thousand Five Hundred Pesos (Php. 12,500.00)**, has been accepted.

You are therefore required to deliver the items on **Twenty (20)** calendar days upon signing the Work Order. Failure to deliver the items as indicated in the Work Order shall constitute a sufficient ground for penalty of one-tenth (1/10) of one percent (1%) for every day of delay.

Your interest in this opportunity is highly appreciated and we look forward to the satisfactory performance of your obligation under this Project.

Very truly yours,


DR. ARNOLD E. VELASCO

President

Conforme:


MR. ALEJANDRO MENDOZA JR.

Manager

A.C. MENDOZA PRINTING COMPANY INC.

San Sebastian Village Phase 3, Tarlac City

Date: 9/2/25



Republic of the Philippines
TARLAC STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE

Romulo Blvd., San Vicente, Tarlac City
Telefax: (045) 982-4630
Website: www.tsu.edu.ph

**BAC Resolution Recommending Alternative Method of Procurement Through
Negotiated Procurement Under Small Value Procurement and Recommending for
Award of Contract (for ABCs with <Php 50,000.00)**

RESOLUTION NO. GS360-2025

WHEREAS, the Tarlac State University (TSU) **STUDENTS AFFAIRS SERVICES – STUDENTS PUBLICATION UNIT (SAS - SPU)** prepared the specifications for the procurement of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE STENTORRIAN'S NEWSLETTER** as per J.O. No. 2025-136 with an Approved Budget for the Contract (ABC) of ₱ **12,500.00**.

WHEREAS, the approved mode of procurement for the project, as indicated in the Annual Procurement Program for Fiscal Year 2025, was Small Value Procurement.

WHEREAS, two (2) suppliers responded to the Request for Quotation and tendered their quotations as presented below.

Item Nos.	AC MENDOZA PRINTING COMPANY, INC.	AG3 COLORS PRINTING PRESS	LEOFER GRAPHICS ART
1	12,500.00	11,622.00	NO REPLY
TOTAL AWARDED	12,500.00	NONE	NONE

WHEREAS, the BAC evaluated the quotations and found that **AC MENDOZA PRINTING COMPANY, INC.** has the lowest calculated quotation, and its quotation complied with all the requirements for Item No. 1 of the project.

NOW, THEREFORE, based on the foregoing findings, WE, the members of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**:

- to declare the Quotation of **AC MENDOZA PRINTING COMPANY, INC.** for Item No. 1 of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE STENTORRIAN'S NEWSLETTER** as the Lowest Calculated and Responsive Quotation with the price of **TWELVE THOUSAND FIVE HUNDRED PESOS (₱ 12,500.00)** and
- to recommend to the Head of the Procuring Entity the Award of Contract to **AC MENDOZA PRINTING COMPANY, INC.** for Item No. 1 of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE STENTORRIAN'S NEWSLETTER**.

RESOLVED, at Tarlac State University, this 19th day of August 2025.

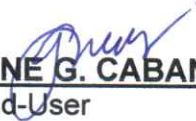

WILMARK J. RAMOS
Chairperson


GRACE N. ROSETE
Vice Chairperson

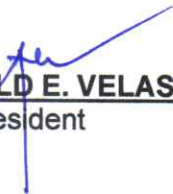

RICO G. TOMAS
Member


JASPER A. YAUDER
Member


THEDA FLARE G. QUILALA
Member


GLADINE NATHERINE G. CABANIZAS
Member/ End-User

Approved:


DR. ARNOLD E. VELASCO
President



Republic of the Philippines
TARLAC STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE
Romulo Blvd., San Vicente, Tarlac City
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- to declare the Quotation of **AC MENDOZA PRINTING COMPANY, INC.** for Item No. 1 of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE STENTORRIAN'S NEWSLETTER** as the Lowest Calculated and Responsive Quotation with the price of **TWELVE THOUSAND FIVE HUNDRED PESOS (₱ 12,500.00)** and
- to recommend to the Head of the Procuring Entity the Award of Contract to **AC MENDOZA PRINTING COMPANY, INC.** for Item No. 1 of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE STENTORRIAN'S NEWSLETTER**.

RESOLVED, at Tarlac State University, this 19th day of August 2025.

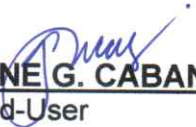
OB
WILMARK J. RAMOS
Chairperson


GRACE N. ROSETE
Vice Chairperson

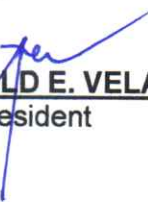

RICO G. TOMAS
Member


JASPER A. YAUDER
Member


THEDA FLARE G. QUILALA
Member


GLADINE NATHERINE G. CABANIZAS
Member/ End-User

Approved:


DR. ARNOLD E. VELASCO
President



ABSTRACT OF QUOTATIONS

GS 360-2025
8/19/25

P.R./J.O. No.: 2025-136
RFQ: 345-2025
ABC: 12,500.00
Name of the Project: PROCUREMENT OF PRINTING SERVICES
FOR THE STENTORIAN'S NEWSLETTER
End-user: SAS-SPU

Date: 8/19/2025
Abstract No.: 177

ITEM NO.	NAME OF SUPPLIERS			ITEM DESCRIPTION	ABC (TOTAL COST)
	ACMENDOZA PRINTING COMPANY, INC.	AG3 COLORS PRINTING PRESS	LEOFER GRAPHICS ART		
1	12,500.00	11,622.00	NO REPLY	PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S NEWSLETTER Newsletter Specifications: Type of paper: Coated for Cover, Uncoated for Content Number of Pages: 40 Pages Paper Size: 9inches x 12 inches Binding Style: Saddle Stitched Quantity: 20 copies	12,500.00

Canvass Retrieved by: Rico P. Teodoro

Action/Recommendation of the Bids and Awards Committee:
AWARDED:

*Item No. 1 is awarded to **ACMENDOZA PRINTING COMPANY, INC.:**Lowest Calculated Responsive Quotation.

OB
WILMARK J. RAMOS

Chairperson, Bids and Awards Committee

THEDA FLARE G. QUILALA

Member

RICO G. TOMAS

Member

GRACE N. ROSETE

Vice Chairperson

JASPER A. YAUDER

Member

GLADIE NATHERINE G. CABANIZAS

Prepared by:

Mark Anthony T. Labit
(Canvasser)



ELIGIBILITY CHECKING & EVALUATION FORM

P.R./J.O. No.: 2025-136
RFQ: 345-2025
ABC: 12,500.00

Date: 8/12/2025

Name of the Project: PROCUREMENT OF PRINTING SERVICES
FOR THE STENTORIAN'S NEWSLETTER
End-user: SAS-SPU

ITEM NO.	NAME OF SUPPLIERS			ITEM DESCRIPTION	ABC (TOTAL COST)
	ACMENDOZA PRINTING COMPANY, INC.	AG3 COLORS PRINTING PRESS	LEOFER GRAPHICS ART		
1	12,500.00	11,622.00	NO REPLY	PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S NEWSLETTER Newsletter Specifications: Type of paper: Coated for Cover, Uncoated for Content Number of Pages: 40 Pages Paper Size: 9inches x 12 inches Binding Style: Saddle Stitched Quantity: 20 copies	12,500.00

Prepared By:

Mark Anthony T. Labit

Canvasser

Date: 8/12/2025

Eligibility Checked By:

JULIA ELAINE V. ACUÑA

TWG - Goods & Services 8/15/25

Date:

Evaluated By:

Technical/End-User

Date:

Item Description	QTY	UNIT COST	TOTAL COST	BIDDER	UNIT COST	TOTAL COST	LOWEST CALCULATED RESPONSIVE QUOTATION		REMARKS
1 PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S NEWSLETTER Newsletter Specifications: Type of Paper: Coated for Cover, Uncoated for Content Number of Pages: 40 pages Paper Size: 9 inches x 12 inches Binding Style: Saddle Stitched Quantity: 20 copies	1	12,500.00	250,000.00	AC MENDOZA PRINTING COMPANY, INC.	12,500.00	250,000.00	1st	RESPONSIVE	• Lowest Calculated Responsive Quotation • Responsive • Same Specification
				AG3 COLORS PRINTING PRESS	11,622.00	232,440.00		NON - RESPONSIVE	• Non Responsive • Delayed Delivery
				LEOFER GRAPHICS ART	No quote	No quote		NON - RESPONSIVE	• Non Responsive • No Quote

Prepared by:
Rosita M. Ferrer
Rosita M. Ferrer
Technical Aspect

Erica Marie T. Forrenzo
Erica Marie T. Forrenzo
Technical Aspect

Dr. Gladie Natherine G. Cabanizas
Dr. Gladie Natherine G. Cabanizas
End-user



PROCUREMENT UNIT

DOCUMENTARY REQUIREMENTS
(Alternative Mode of Procurement)

Types of Project:

- ☒ Goods and Services
- ☐ Infrastructure Projects
- ☐ Consultancy

AC MENDOZA PRINTING COMPANY, INC.

ELIGIBILITY AND TECHNICAL REQUIREMENTS

Tick box if PRESENT	I. Eligibility Components
	<u>DIRECT CONTRACTING</u>
☐	1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
☐	2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
☐	3. Copy of PhilGEPS Registration (Red and Platinum)
☐	4. Income Tax/Business Tax Return for the project with ABC above ₱500,000.00
☐	5. Material Safety Data Sheets for products - MSDS/SDS (if applicable)
	<u>SHOPPING</u>
☐	1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
☐	2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
☐	3. Copy of PhilGEPS Registration (Red and Platinum)
☐	4. Material Safety Data Sheets for products - MSDS/SDS (if applicable)
	<u>EMERGENCY CASES</u>
☐	1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
☐	2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
☐	3. Income Tax/Business Tax Return for the project with ABC above ₱500,000.00
☐	4. NFCC Computation for the project with ABC above ₱500,000.00 (Infra)
☐	5. Valid PCAB License (Infra)
☐	6. Material Safety Data Sheets for products - MSDS/SDS (if applicable)

TAKE OVER CONTRACTS

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Professional License/Curriculum Vitae (Consulting Services)
4. Copy of PhilGEPS Registration (Red and Platinum)
5. Income Tax/Business Tax Return for the project with ABC above P500,000.00
6. NFCC Computation (Infra)
7. Valid PCAB License (Infra)
8. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

ADJACENT/CONTIGUOUS

1. Valid PCAB License (Infra)
2. NFCC Computation (Infra)

SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Professional License/Curriculum Vitae (Consulting Services)
4. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

HIGHLY TECHNICAL CONSULTANT

1. Professional License/Curriculum Vitae (Consulting Services)
2. Copy of PhilGEPS Registration (Red and Platinum)
3. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

SMALL VALUE PROCUREMENT

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Copy of PhilGEPS Registration (Red and Platinum)
4. Professional License/Curriculum Vitae (Consulting Services)
5. Valid PCAB License (Infra)
6. Income/Business Tax Return
7. Omnibus Sworn Statement
8. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

☐ ☐ ☐ ☐ ☐	LEASE OF REAL PROPERTY OR VENUE 1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 3. Copy of PhilGEPS Registration (Red and Platinum) 4. Income/Business Tax Return (except for government agencies as lessors) 5. Material Safety Data Sheet for products - MSDS/SDS (if applicable)
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☒

Eligible

☐

In-Eligible

Checked/Reviewed by:

Date:

3/16/25

Technical Working Group



Republic of the Philippines
TARLAC STATE UNIVERSITY

OFFICE OF THE PRESIDENT

Romulo Boulevard, San Vicente, Tarlac City

Tel. No. (045) 606-8200 Official Website: <http://www.tsu.edu.ph>

E-mail Address: pres_office@tsu.edu.ph tsupresident@yahoo.com

Date: October 29, 2024

Name: **MS. GRACE AMOLAR**
General Manager

Address: **AG3 COLOR PRINTING PRESS**
21 Sto. Domingo St. Brgy. Holy Spirit, Quezon City

Ma'am,

We are writing to inform you that after careful evaluation of your letter dated October 03, 2024, we regret to inform you that we have decided to cancel the Work Order 2024-285 issued to your company on September 04, 2024.

Description	Quantity	Unit	Total Cost
LABOR AND MATERIALS: PRINTING OF OTR for various purposes such as board examinations, local and international employment, certifications and etc. -100 reams of OTR, Plain (Front: Full Colors, Back: none, Size. 8.5 x 13 inch, Security Features: UV Invisible Security Ink Printing Fibers & Logo/Text, Gold/Silver Stamping (Logo), 3D Gold/Silver/Transparent Tamper Proof hologram sticker and Serial numbering) warranty: 120 calendar days	1	lot	229,500

The primary reason for this decision is the inability to provide the specifications of the OTR, specifically regarding the UV Invisible Security Ink Printing Fibers component. As this specification is critical to our project requirements, we find ourselves unable to proceed without it. Please consider this cancellation effective immediately.

We appreciate the efforts your team has made, and we recognize the challenges involved in meeting our specifications. However, we must prioritize our project needs and timelines.

Thank you for your understanding in this matter. We value our relationship with your company and hope to explore future opportunities where we can collaborate more effectively.



Republic of the Philippines
TARLAC STATE UNIVERSITY

OFFICE OF THE PRESIDENT

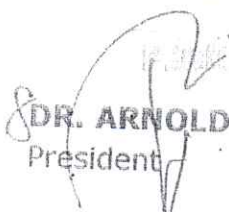
Romulo Boulevard, San Vicente, Tarlac City

Tel. No. (045) 606-8200 Official Website: <http://www.tsu.edu.ph>
E-mail Address: pres_office@tsu.edu.ph tsupresident@yahoo.com

Should you have concerns, please contact us at 606-8157 or 606-8159.

Thank you very much.

Very truly yours,


DR. ARNOLD E. VELASCO
President

TSU-OUT 701 -24

